



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 65 - 09

OPEN TO: **All Qualified Candidates**

POSITION: **Custodian Foreman, FSN – 4; FP- AA**
(Salary approx. Tk. 24,000 per month)
OR

**Depending on qualifications and experience
incumbent may be hired at a lower trainee grade
level below:**

Trainee Custodian Foreman, FSN – 3; FP- BB
(Salary approx. Tk. 18,000 per month)

OPENING DATE: **August 2, 2009**

CLOSING DATE: **August 15, 2009** (before 4:30 p.m.)

WORK HOURS: Full-time; 45 Hours/6 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND
HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE
ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of Custodian Foreman in the Facilities Maintenance Section, General Services Office (GSO).



BASIC FUNCTION: The incumbent supervises a work force of 21 people for cleaning, house keeping, light maintenance and pest control services and oversees contractual gardeners for lawn and potted plant maintenance for all U.S. Government office buildings.

MAJOR DUTIES AND RESPONSIBILITIES:

✚ Responsible for scheduling and supervising custodians for cleaning all USG office buildings in the Chancery, GSO compound and American Center. Ensures availability and safeguarding of cleaning supplies and equipment. Conducts frequent inspections, determine deficiencies and takes corrective actions to ensure proper cleaning standards maintained for all times.

✚ Maintains a database, write evaluations, report time and attendance, approve leave and prepare claims for supervised employees. Oversees garden and potted plant contractors.

✚ Responsible for set-ups of all special events. Manage the Pest Control services for Chancery compound, GSO compound and American Center.

✚ Fabricates duplicate keys, name plates, signage, labels and drives facilities vehicles. Select and train new employees.




✚ Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

- 1. Education:** Completion of Secondary School Certificate is required
- 2. Language Proficiency:** Level III (Good Working Knowledge) in English and Bangla required. English language proficiency will be tested at the time of selection.
- 3. Prior Work Experience:** 2 years experience on industrial cleaning and house keeping works.
- 4. Knowledge:** Basic knowledge on cleaning materials, equipment, work procedures and safety standards.



5. Skills and Abilities:

-  Must be able to develop daily work schedules, interpret tasks and complete work orders.
-  Ability to use the computer and ability to supervise personnel by conducting normal administrative matters related to duties.
-  Must have a valid driving license.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at South barrier (near



the Vatican Embassy) and in the Human Resources Office, Ext. 2533. A copy is also attached hereto for your convenience.

[Application Form](#)

2. Interested AEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY complete and up-to-date application forms with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant
Telephone # 885-5500, Ext: 2533
Fax # 9887825

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM): Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring



employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

3. Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO:FM:FMO:MGT: